

# **Center for Educational Performance and Information**

## ***Michigan Student Data System District User Guide to Reporting General and Migrant TSDL***

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**Questions:**

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# Overview

## Purpose

The TSDL collections in MSDS link students and the teachers who provide instruction to them. Data reported in the collection reflect each student's performance in classes taken throughout the current academic year. These data are used by researchers, MDE, and to fulfill state and federal reporting requirements.

## Reporting Requirements

**All students** that were submitted as Continuing (District Exit Status 19) in grades K-12 and 14 are required to have all courses reported in the TSDL Collection. This includes nonpublic or homeschooled students taking nonessential elective courses (i.e., shared time). If a student requiring TSDL submission exits district during the school year, applicable student data from the duration of their enrollment must still be submitted.

**Migrant students** in grades 9-12 are required to have coursework submitted in the Migrant TSDL Collection within 10 days of enrolling or exiting from a district. To find Migrant-eligible students, run the Migrant Student List from the General Reports.

### Exceptions to TSDL reporting:

- Students in Grade 30 (Early Childhood) may be reported but are not required.
- Students/courses that do not result in any updates to the academic record. This could include students enrolled very briefly or students participating in a service:
  - Reporting progress on IEP goals or posting a course grade are examples of updates to the academic record.
  - Services that do not have teachers of record nor IEP goals to update typically do not require TSDL reporting. Example: A student receiving speech services led by a speech therapist.
- Courses for CTE that are reported in the CTEIS application.
- Additional courses not covered by State Aid, such as summer courses paid for by the student's family. (Note: All 23a courses must be reported.)
- Students reported in General Collections/SRM by an ISD where all classrooms are located at the LEAs and the LEAs submit all students and courses in TSDL.

## Assigning a Unique Course

- Check your local Student Information System to make sure all individual classes have been assigned a unique Local Course ID and Course Section ID if they have the same associated SCED code. MSDS uses a combination of

UIC, Operating District, Local Course ID, Course Section ID and Academic Year to determine a unique course. Using a generic course ID may result in students being identified in a course that was unintended. Districts should use the National Center for Education Statistics SCED code that best describes the class. If none of the specific course codes are appropriate, each subject area has an "Other" course code that may be used.

## **Append and Replace data in General TSDL**

The append/replace function works differently for General TSDL than it does in the General Collections. All data for a UIC are replaced with data from a new upload file. To append data to a record in these collections, the upload file needs to include all applicable data for that UIC. Alternatively, corrections and additions to a record can be added manually in the data staging area. Run the applicable reports in MSDS prior to certification to confirm data appear as expected.

## **Update, Add or Remove Courses in the Migrant TSDL Collection**

**Update:** To update course data in TSDL, the characteristics identifying a unique course MUST match. When a student record is submitted and certified for a unique course, the course information will UPDATE. The characteristics in the Student Course Component that are used to identify a unique course are: UIC, Operating District, Local Course ID, Course Section ID and Academic Year.

**Add:** If the original student course record submitted and the new course record submitted do not match EXACTLY, the original course will remain unchanged and a new course will be ADDED.

**Remove:** If the original student course is submitted in error, submit another record with the "ER" (Submitted in Error) completion status. A new Student Course record can be submitted with the corrected information after the submission of the "ER" record. Any course submitted with the "ER" completion status will not be used.

Please Note:

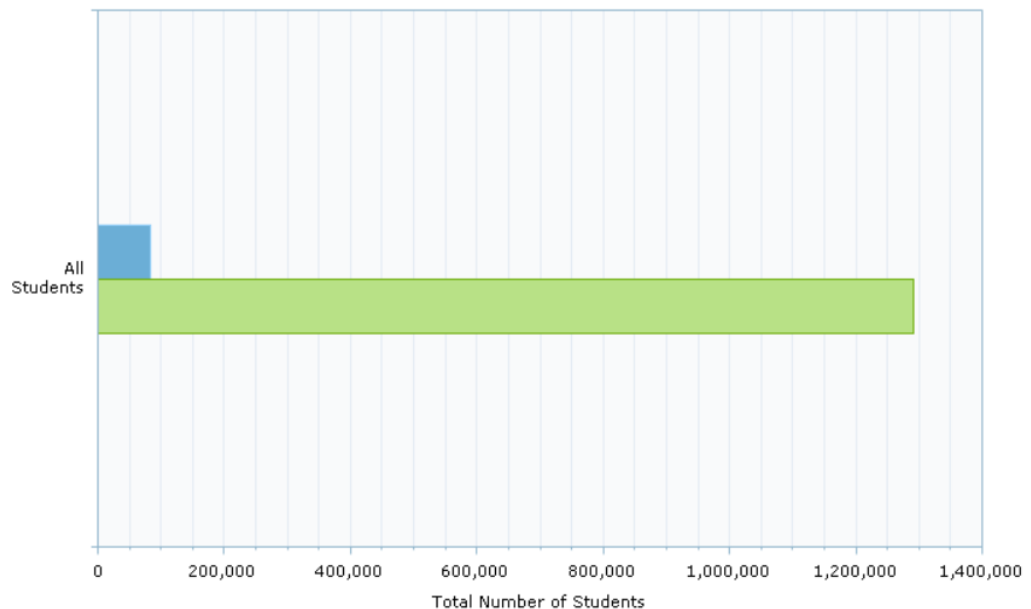
- When multiple records have been reported for a unique course, the data in the most recently certified record will be used for all reporting purposes.
- The above guidance applies to courses that have been certified in the TSDL Collection.
- **Since Migrant TSDL is an ongoing collection, if you upload a new file before certifying courses that already exist in the staging area, the new uploaded file will replace any uncertified courses.**
- The Migrant TSDL collection is for migrant students in grades 9-12. Younger migrant students should be reported in General TSDL. If a younger migrant student is accidentally reported in Migrant TSDL, the submission cannot be

reversed. Ensure the student is reported in General TSDL for their year-end course reporting and moving forward.

## Completeness of Submission

For the TSDL submission to be complete, the total students in the collection should equal the total grade K-12 and 14 students reported that year as Continuing (District Exit Status 19), including shared time students taking nonessential courses, less any exempt students.

Due to student mobility, a submission will be considered complete if the total amount of students reported is within tolerance for the student mobility rate for the prior school year. This rate can be found on the [Student Mobility Report on MI School Data](#). The student mobility rate for the most recent year available is 6%.



Location Name	Report Category	Mobile Students	Stable Students	Total Headcount
Statewide	All Students	82,510	1,291,207	1,373,717

Use the MSDS TSDL Reports to verify completeness, and investigate Data Quality notices regarding submission status. See the section on [MSDS Reports](#) for additional report guidance. Completeness can be verified by running a combination of TSDL Reports:

1. Run the **TSDL Student Roster Report** to review the total student count and ensure shared time students are included.

2. Run the **TSDL Missing Student Report** to ensure no nonexempt students were missed. *Note that this report cannot anticipate exempt status.*
3. Run the **TSDL Students Not Previously Reported Report** to determine if there are extra students in the collection or if there are students that need to be reported additionally in a General or SRM Collection.

## **TSDL Certification**

The Migrant TSDL Collection is submitted through an “Ongoing Certification” process, which means a new record can be certified at any time while the collection is open. This can be done by uploading new files to be certified or by manually adding students. If your student is already reported in the TSDL Collection and needs changes or new courses added, you can manually update by checking the box for the student in the staging area and clicking “copy selected to staging.” This creates a new record to be submitted and certified.

The General TSDL Collection is submitted through a “Single Certify” (like the general collections) process, which means a new record can be certified once during the reporting window. This can be done by uploading new files to be certified or by manually adding students. During this reporting window, the collection can be certified and decertified at any time until the certification deadline. Only one student record will be added to Student History.

## **TSDL Reporting**

Technical information for TSDL Reporting can be found in the Technical Material on [CEPI’s TSDL web page](#). Resources include schemas, schema samples, and schema summaries including changes from the prior year.

Additional information about the Components and Characteristics in this section are available in the [MSDS Collections Details Manual](#).

## **Components**

### **School Demographics Component**

The data collected in the School Demographics Component reflect the student’s current relationship in the district. Operating District Number, School or Facility where the student is currently enrolled, and Grade or Setting are required. Student ID Number, S2E2 Code and Building Pupil Would Otherwise Attend should be reported when applicable. See the [MSDS Collections Details Manual](#) for additional information.

School Demographics	Student Course	Student Course - 2	Student Course - 3	Student Course - 4
Student Course - 5	Student Course - 6	Student Course - 7	Student Course - 8	Student Course - 9
Student Course - 10	Student Course - 11	Student Course - 12		
*Operating District Number:	<input type="text" value="33070"/>			
School or Facility:	<input type="text" value="01711"/>			
Student ID Number:	<input type="text"/>			
*GradeSetting:	<input type="text" value="09-Ninth Grade"/>			
S2E2 Code:	<input type="text"/>			
Building Pupil Would Otherwise Attend:	<input type="text"/>			

## Reporting students who attend multiple buildings

Sometimes students attend multiple buildings, which can lead to grade, building or virtual errors if the student's reported information doesn't match a building's information in EEM. ***Please do not adjust your EEM data to bypass these error messages.*** Report these students as follows:

**Scenario 1:** The student attends their PEPE school for most courses but takes an advanced course in a different building. Choose from either of these solutions:

### **Solution 1 – Single entry reporting:**

- Report the student once in the collection, at their PEPE building, and report all courses in that building.

### **Solution 2 – Multiple entry reporting:**

- Report the student multiple times in the collection, once at each of the buildings attended.
- Report the courses at each building attended as applicable.
- Report the student in their assigned grade regardless of which grades actual/offered are listed for the building in EEM.
- If needed, contact CEPI for assistance with business rules to allow for certification.

**Scenario 2:** The student attends their virtual PEPE school for most courses but takes a course in a non-virtual school.

### **Solution – Multiple entry reporting:**

- Report the student multiple times in the collection, once at each of the buildings attended.
- Report the courses at each building attended as applicable.

## Student Course Component

The Student Course Component is used to connect teacher and student data via the courses students take during the school year. These data include the student's completion status for each course and, in some cases, the final grade. The reported data reflecting the student's performance in classes taken throughout the current academic year can be reported as the course/term ends as well as at the end of the school year for the Migrant TSDL Collection. For the General TSDL Collection, only the final status of the course should be reported.

The Student Course Component may be reported as many times as necessary to report each course taken by a student during a school year. Only one Student Course Component should be reported per course, reporting the final course outcome posted to the academic record. Reporting multiple Student Course Components for a course will result in an unnecessarily large file, which can take hours to upload into MSDS.

School Demographics	Student Course	Student Course - 2	Student Course - 3	Student Course - 4
Student Course - 5	Student Course - 6	Student Course - 7	Student Course - 8	Student Course - 9
Student Course - 10	Student Course - 11	Student Course - 12		

*SubjectAreaCode:	04-Social Sciences and History
CourseIdentifierCode:	101
*LocalCourseId:	03601A-F1-CC-(16975)-6(
*LocalCourseTitle:	US HISTORY 9 A
CourseSectionID:	16975
MSIXCourseSectionID:	Please Select
*CourseType:	01-Regular
Course Funding Program:	Please Select
AcademicYear:	2023-2024-SY2023-2024
CreditsGranted:	0.50
CourseGrade:	A
*CompletionStatus:	CP-Completed/Passed
MSIXClockHours:	
College Credit:	
Teacher of Record PIC:	188687
Virtual Method:	NV-Not Virtual
Virtual Course Mentor PIC:	

**Subject Area Code (required):**

- [NCES SCED code](#) representing the subject area of the course
- First two digits of a five-digit SCED code

**Course Identifier Code (conditional):**

- [NCES SCED code](#) representing the Course Identifier Code for the Subject Area Code reported
- Last three digits of a five-digit SCED code
- Required when the Subject Area Code is not 00 (CTE)

**Local Course ID (required):**

- Code assigned to identify a particular course
- Use in conjunction with Course Section ID to uniquely identify a course

**Local Course Title (required):**

- Title assigned to identify a particular course

**Course Section ID (conditional):**

- Use in conjunction with Local Course ID when the Local Course ID alone does not uniquely identify a course
  - Differentiate between a course offered in summer school verses during school year, or traditional verses virtual setting, or first hour vs third hour for a teacher's same course

**MSIX Course Section ID (Migrant TSDL only – required):**

- Duration of course taken for Migrant students

**Course Type (required):**

- See list of Course Type codes and instructions in the [MSDS Collections Details Manual](#).
- For students participating in an advanced/accelerated learning program, such as Advanced Placement or International Baccalaureate, report the appropriate code in the Course Type characteristic.
- Any student who is participating in a course for which they may earn postsecondary (college) credits is considered a Dual Enrollment participant. This includes any postsecondary courses taken by students participating in Early/Middle College or Career and Technical Education. Report postsecondary courses with code 07 (Dual Enrollment).

**Course Funding Program (optional):**

- Program through which the course is funded

- Per Public Acts 22 and 23 of 2020, courses taken to meet requirements of section 23a must be identified.

**Academic Year (optional):**

- Academic Year for which the course is reported
- Select between current year and prior
- Required when reporting a course for the previous year
- Students who take classes in the summer can be reported in the current school year or the following school year. If a student has not received a final grade by the TSDL certification deadline, report that course with an incomplete (I) completion status. The course must then be resubmitted in the following school year's TSDL Collection with the previous school year in the "Academic Year" characteristic.

**Credits Granted (conditional):**

- The high school credits earned for the completion of a course
- Required for Migrant student courses and Dual Enrollment courses

**Course Grade (conditional):**

- Free form text field for the grade the student receives
- Use a consistent format from year to year when reporting this characteristic
- Required for Migrant students
- Optional for all others
- If the course was not fully completed or enrollment is ongoing, update TSDL records with the final course grade.

**Completion Status (required):**

- Student's final status for the course, or at the end of the school year
- For Migrant students, all courses reported at any time in the school year with code "OE" need to be updated to show the final status of the courses.
- See the Student Course Component section of the [MSDS Collections Details Manual](#) to learn more about the list of values and their descriptions to accurately report the correct Completion Status.

**MSIX Clock Hours (Migrant TSDL only – required)**

- Clock hours to date completed by Migrant students
- Required for all courses that are not completed

**College Credit (conditional):**

- Number of college credits assigned to each college level course
- Required when Course Type is 07 (Dual Enrollment) regardless of Completion Status

### **Teacher of Record PIC (conditional):**

- Required for all courses including virtual courses, unless the course type is 07 (Dual Enrollment)
- Up to three teachers of record may be reported per course
- Report the teacher's PIC (Personal Identification Code) assigned through REP (Registry of Education Personnel). Information on PICs and REP is available on the [REP web page](#).

### **Virtual Method (optional):**

- Type of virtual instruction the student in the course
- Required for virtual courses
- Codes and definitions of the different types of Virtual Methods are available in the [MSDS Collections Details Manual](#).

### **Virtual Course Mentor PIC (conditional):**

- PIC of Mentor may be reported when the Virtual Method characteristic is reported
- When a teacher is responsible for both the teacher of record and mentor roles, their PIC must be reported in both the Teacher of Record PIC and Virtual Course Mentor PIC characteristics.

## **MSDS Reports**

The MSDS has numerous system reports. Run these reports to verify the accuracy of data reported in MSDS. These reports are also the means of researching Data Quality notifications from CEPI. CEPI maintains a [Reports List](#), which includes report titles, locations of the reports in MSDS, collections the reports can be run for, and data fields included.

The MSDS TSDL Reports contain elements specific to TSDL reporting:

- Run the **Migrant Student List** to determine which students need to be reported in Migrant TSDL.
  - Use this report to research DQs about Migrant students:
    - DQTM1801: Migrant Student Course Submission Check
- After uploading the TSDL Collection and prior to certification, use the **TSDL Student Roster Report** to review the full report of all students and courses reported in the TSDL Collection. Verify the total number of students and that the submission is complete. Filter on columns such as Course Type, Virtual Method, Completion Status and Credits to ensure accuracy. Verify the PIC and Virtual Mentors. The report is available for certified data as well.
  - Use this report to research DQs about data submitted in the [Student Course Component](#) and [completeness](#):
    - DQTS1601: Students with Only One Course Reported

- DQTS2105: Schools with No Courses Reported
  - DQTS1605/1902: Student Subgroup Count Decrease/Increase
  - DQTS2101/2102: Student Count Comparison Decrease/Increase
  - DQTS2103: TSDL Submission Status
  - DQTS1027: No Dual Enrollment Courses for EMC Students
  - DQTS1022: Inconsistent Course Type Reported
  - DQTS1008: Teacher Reported in TSDL Not Reported in REP
  - DQTS1010/1011: Teacher Terminated/On Leave in REP
  - DQTS1701: Teacher Reported in TSDL Not a Teacher in REP
  - DQTS2110: Mentor Teacher in TSDL No Mentor Code in REP
  - DQTS1704: High Percentage of Virtual Courses Not Completed
- Run the **TSDL Missing Students Report** prior to certification to determine which students were reported in General Collections as Continuing but are not present in the TSDL Collection. Add non-exempt students appearing on this report to your TSDL submission as applicable.
  - Use this report to research DQs about [completeness](#):
    - DQTS2103: TSDL Submission Status
    - DQTS2105: Schools with No Courses Reported
- Use the **TSDL Students Not Previously Reported Report** to determine if any students were reported in TSDL but not in a General or SRM Collection. Students on this report should be investigated to determine if:
  - the student needs to be reported in TSDL with courses during the current school year, and needs to also be reported in a General or SRM Collection.
  - the student needs to be reported in TSDL with courses from the prior school year but none from this year, and does not need to be reported in a General or SRM Collection.
  - the student was included in error and should be removed from the TSDL Collection.
- Review the **Virtual Student Roster** to ensure the accuracy of the Virtual Method for students reported as taking virtual courses.
  - Use this report to research DQs about [virtual courses](#):
    - DQTS1704: High Percentage of Virtual Courses Not Completed
- Review the **TSDL Local Course Crosswalk** to crosswalk from local course data to state data collections and to ensure educators are appropriately placed.
  - Use this report to research DQs about [courses](#) and [placement](#):
    - DQTS1023: Inconsistent SCED Subject Area Code Reported
    - DQTS1024: Inconsistent SCED Course Identifier Code Reported
    - DQTS1701: Teacher Reported in TSDL Not a Teacher in REP

## Additional TSDL Reporting and Contact Information

Additional information on TSDL reporting can be found on the MSDS [Teacher Student Data Link](#) web page and the [MSDS Collections Details Manual](#) for the current school year.

CEPI Customer Support is available for general reporting questions at 517-335-0505 x3 or [cepi@michigan.gov](mailto:cepi@michigan.gov).

MDE Program Office Contacts are available for specific requirement questions:

- Migrant Education: Michelle Headley, 517-241-6974, <mailto:HeadleyM1@michigan.gov>
- Dual Enrollment: Jeff McNeal, 517-241-6958, [McNealJ1@michigan.gov](mailto:McNealJ1@michigan.gov) and Ruth Anne Hodges, 517-241-2219, [HodgesR3@michigan.gov](mailto:HodgesR3@michigan.gov)
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- Shared-Time and Dropout Recovery: Brian Ciloski, 517-241-2209, [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov)
- Early Middle College: Stacey Stover, 517-281-4287, [StoverS@michigan.gov](mailto:StoverS@michigan.gov)